

# Purchase Order



**Purchase Order No.** 30648-32009  
**Date** 24/02/2023  
**Delivery Date** 24/02/2023  
**Account Manager** Ross Harris

**Supplier Address**  
Nigel Pearce  
Bagco Ltd  
Unit 3, Churchill Court  
Hortons Way  
Westerham  
TN16 1BT  
United Kingdom

**Delivery Address**  
Select Business Gifts  
Stretton Way  
Huyton Business Park  
Liverpool  
L36 6JF  
United Kingdom

Dear Nigel,

We would like to order the following:

| Product Description                                                                                       |             | Quantity | Unit Price      | Subtotal |
|-----------------------------------------------------------------------------------------------------------|-------------|----------|-----------------|----------|
| <b>Eco A5 Recycled Kraft Paper Note Book, printed 1 colour to 1 position.</b>                             |             | 500      | 1.42            | 710.00   |
| With Coloured Elastic Closure, Elastic Pen-Loop & Ribbon. Recycled Paper with 100 x Sheet of 70Gsm Pages. |             |          |                 |          |
| Origination                                                                                               | Origination | 1        | 15.00           | 15.00    |
| Carriage                                                                                                  | Carriage    | 1        | 61.00           | 61.00    |
|                                                                                                           |             |          | <b>Subtotal</b> | 786.00   |
|                                                                                                           |             |          | VAT 20%         | 157.20   |
|                                                                                                           |             |          | <b>Total</b>    | 943.20   |

**Reference** Please note our PO number: "30648-32009", and quote it on your invoices. Failure to do this could well result in delayed payment.

Please dispatch using our delivery note provided.